

Table of Contents

New Registration Requirements and Procedures	3
Burbank Resident Registration Instructions	4
Non-Resident registration instructions	5
Registration paperwork	6
Acceptable Forms of Residency Verification	7
Manager's Responsibilities	8
Manager's Meetings Dates	8
Adult Sports Contact Information	9
Registration Dates	10
Registration Fees	11
Burbank Athletic Federation Code of Conduct	12
Basketball Technical Foul Guidelines	14
Softball Bat Rules	15
Official's Training	16
Awards	16
Fall Sports	17
Winter Sports	18
Summer Sports	19
Map of Facilities	20

New Requirements and Procedures

Please read carefully

A limited number of teams are accepted for each league each season. Returning teams are not guaranteed placement for any season. Registration is accepted on a first come, first serve basis. Please read through the instructions carefully to ensure each team is aware of all requirements.

RESIDENCY REQUIREMENTS:

Teams will be categorized as either Burbank Resident or Non-Resident. In order for teams to be categorized as a Burbank Resident team 75% of the players must live or work in the City of Burbank. Verification is required at the time of registration.

Teams may only claim residency during Burbank Resident registration week and must maintain minimum 75% residency throughout the season.

<u> </u>	COMENTS REGISTRATION REQUIRED.
	Registration Form
	Team Roster
	Release and Assumption of Risk Agreement
	League Fees
	Residency Verification if registering during residency week
Ref	fer to pages 6 and 7 for more information on paperwork and acceptable
forr	ms of verification.

REGISTRATION CLASSIFICATION:

DOCUMENTS REGISTRATION REQUIRED.

Verification required to receive resident rate. Teams for all leagues (except Corporate Coed) will be considered a resident team if 75% or more of the players live or work in the City of Burbank. (3 out of 4 players)

Corporate Coed teams must maintain 66% or more of the team working for a single business. (2 out of 3 players). Residency is based on the business

ADHERENCE TO MINIMUM AND MAXIMUMS:

Teams will not be allowed to carry more than the maximum number of players

or r	register with less than the minimum number of players.
	Softball—minimum=12 maximum=20
	Basketball—minimum=8 maximum=14
	Volleyball—minimum=8 maximum=16 (4 player league minimum=6)

Burbank Resident Registration Instructions

Please read carefully

NEW REGISTRATION PROCESS:

Burbank Resident Registration

Priority is given to Burbank Resident teams. Registration will take place for 5 business days prior to the start of Non-Residents registration. All registration must be done in person in the Sports Office Monday-Friday 9:00 a.m.—6:00 p.m. during the designated registration dates listed on page 8. All documents and payment are due at the time of registration. Team registration will not be accepted unless all documentation is complete and submitted at the time of registration

Sports Office
1111 West Olive Avenue
Burbank, CA 91506
All forms are available on the City of Burbank Adult Sports website:
http://www.burbankca.gov

If a Burbank Resident team does not register during the designated registration period for Resident registration they will be considered a Non-Resident team and must follow Non-Resident registration procedures.

Non-Residents Registration Instructions

Please read carefully

NEW REGISTRATION PROCESS:

Non-Resident Registration

Registration will be on-line. Starting on Saturday morning at 9:00 a.m. after the last day of Resident registration, on-line registration will open up for Non-Residents. This will remain open until filled. Fees will be paid in full at the time of registration. Paperwork is due by the deadline stated on page 6. Failure to turn in completed paperwork by the deadline will forfeit your spot and \$50 of your registration fee.

How to do on-line registration

- 1. Website: www.burbankparks.com
- 2. Enter activity number in the activity number box on the right side of the screen.
- 3. Add activity to your cart.
- Create an account or log-in if you have previously created an account.
 Please make sure that the address listed matches the billing address of the
 credit card that is used. The City of Burbank only accepts Visa or
 MasterCard.
- 5. If you are signing up for more than one league continue shopping; otherwise, proceed to checkout.
- 6. Paperwork is due to the Sports Office by 6:00 p.m. on the deadline stated on page 6. Paperwork may be submitted in person at the Sports Office Monday-Friday 9:00 a.m.—6:00 p.m. or may be mailed. The Sports Office is not responsible for misplaced or lost mail. Paperwork may be mailed to:

Sports Office 1111 West Olive Avenue Burbank, CA 91506

All forms are available on the City of Burbank Adult Sports website: http://www.burbankca.gov

Incomplete or late paperwork will forfeit the team's spot in the league and will forfeit \$50 of their registration fee.

Registration Paperwork

Please read carefully

- Registration Form: Ensure all information is accurate, legible, and complete. Copies are not accepted. If your team has special play requests, this must be noted on this form. The Sports Office will <u>attempt</u> to accommodate play requests; however, there is no guarantee requests can be honored. Each team <u>must</u> have a valid email address.
- 2. <u>Team Roster</u>: A roster with the minimum number of players must be completed; that includes each player's name, signature, address, and telephone number. All signatures must be original signatures, **copies are not accepted**. The roster must be on 8½" x 14" paper.
- 3. Release and Assumption of Risk Agreement: Each player is required to sign and date the Release and Assumption of Risk Agreement. Failure to sign and submit this form along with the team roster will disqualify the player from participating. Additional forms may be downloaded from the City website. All signatures must be original signatures, copies are not accepted.
- 4. <u>League Fees</u>: Must be paid in full at time of registration. Any checks returned are subject to a \$25 fee and will jeopardize the team's standing in the league.
- 5. Residency Verification: Teams registering as a 75% Burbank Resident teams, must submit proof of <u>residency</u> or <u>employment</u> with a Burbank based company. Residency is determined by the mailing address and zip code of the home or business. If adding players after the original registration was submitted, teams must comply with the original residency requirements established when the team registered.

Acceptable Forms of Residency Verification

Please read carefully

RESIDENCY IN BURBANK

Examples of Acceptable Verification:

- Utility Bills (gas, Burbank Water & Power, cable, telephone)
- Bank Statement
- Credit Card Statement

(amounts and account numbers may be blacked out)

Examples of Unacceptable Verification:

- Personal mail
- Handwritten bills
- One-time bills
- Driver's License
- Car Registration
- Annual Bills

Note: Verification documentation must be dated within 3 months of the registration date.

WORKING IN BURBANK

Examples of Acceptable Verification:

- Current pay check stub (amounts may be blacked out)
- Letter from the Human Resources Department on company letterhead

Examples of Unacceptable Verification:

- Handwritten pay check stub
- Company I.D. Cards
- W-2
- Copy of Business License
- Handwritten letters from Human Resources or not appearing on company letterhead

Note: Verification documentation must be dated within 3 months of the registration date.

MANAGER'S RESPONSIBILITIES

It is the manager's responsibility to inform all the players of the rules concerning eligibility and conduct as stated in the City of Burbank's Rules Governing Adult Sports. A manager using an ineligible player and/or player misconduct may lead to a manager's suspension. A copy of the General Rules Governing Adult Sports may be found on our website.

NOTE: Players may only play for one team in any league:

Basketball:

One team (Women's or Open)

Softball:

One Slow Pitch (Tuesday, Thursday, or Friday)
One Fast Pitch (Sunday, Wednesday, or Friday)
One Coed Slow Pitch (Sunday or Monday)

A player that participates on more than one team in any league will result in the illegal player being suspended for the season and forfeiture of all games in which the player participated in for all teams. The manager of each team is subject to disciplinary action.

MANAGER'S MEETINGS

Manager's meetings for registered teams only.
All meetings will be held at:
Community Services Building
150 North Third Street
Burbank, CA 91502

Men's Fast Pitch	August 14, 2013	6:30 p.m.
Senior Softball	December 11, 2013	6:30 p.m.
Fall 2013 Basketball	July 24, 2013	7:30 p.m.
Fall 2013 Softball	August 14, 2013	8:00 p.m.
Winter 2014 Softball	December 11, 2013	7:30 p.m.
Winter 2014 Basketball	January 8, 2014	7:30 p.m.
Summer 2014 Basketball	April 9, 2014	7:00 p.m.
Summer 2014 Softball	April 9, 2014	8:00 p.m.

Adult Sports Contact Information

Phone: (818) 238-5330—Monday-Friday 9:00 a.m.—6:00 p.m.

Email: adultsports@burbankca.gov

<u>Field Conditions</u>—The Sports Office has provided a variety of ways for players, managers, coaches, and spectators to determine the playing conditions of the fields during inclement weather.

- Phone the Field Conditions Hotline: (818) 525-3735
 - Monday-Friday after 3:00 p.m.
 - Saturday-Sunday 2 hours prior to game time*
 *reminder some games may be called at game time due to weather changes
- Check the website: www.burbankusa.com

<u>Website</u>—The website contains current information regarding schedules, standings, field conditions, registration information and forms, a copy of the Burbank Athletic Federation's Code of Conduct, and the City of Burbank Rules.

<u>Forfeits</u>: Forfeits must be called in to the Sports Office no later than 5:00 p.m. the business day prior to the scheduled game to avoid forfeit fees. Forfeit fees may be paid:

- At the field in cash at the time of the forfeit
- In the Sports Office within 1 week of the forfeit during normal business hours with cash, check, Visa, or MasterCard
- On the phone with the Sports Office within 1 week of the forfeit during normal business hours with a Visa or MasterCard.

<u>Schedules</u>: Schedules will not be changed once they have been published; unless a facility becomes unavailable for play or inclement weather.

<u>Player Referral Lists:</u> Manager's may request the player interest list from the Sports Office at any time. The list is updated as interest forms come in.

REGISTRATION DATES

Resident Registration will be held at the Sports Office, 1111 West Olive Avenue, Monday-Friday 9:00 a.m.—6:00 p.m. Senior Softball teams will follow Resident registration guidelines.

Non-Resident on-line registration will begin at 9:00 a.m. on the dates listed below. All paperwork is due by the end date of Non-Resident registration otherwise the team's spot and \$50 of the registration fee will be forfeited. Paperwork will be accepted at the Sports Office, 1111 West Olive Avenue, Monday-Friday 9:00 a.m.—6:00 p.m.

FALL 2013 Resident (75% minimum) Non-Resident	BEGINS July 8, 2013 July 13, 2013	ENDS July 12, 2013 July 19, 2013
WINTER 2014	BEGINS	ENDS
Resident (75% minimum)	October 28, 2013	November 1, 2013
Non-Resident	November 2, 2013	November 8, 2013
SUMMER 2014	<u>BEGINS</u>	ENDS
Resident (75% minimum)	March 24, 2014	March 28, 2014
Non-Resident	March 29, 2014	April 4, 2014
SENIORS Fall 2013 Winter 2014	BEGINS July 8, 2013 October 28, 2013	ENDS July 19, 2013 November 8, 2013

FIELD CONDITIONS HOTLINE: (818) 525-3735

REGISTRATION FEES

Fees are paid per season, not yearly and are subject to change. Official's Fees are to be paid in cash at the beginning of each game.

BASKETBALL

Resident (75% minimum)	\$340
Non-Resident	\$365

Officials \$32 per game Play-off Game Fees \$35 per game

SENIOR SOFTBALL—1 dozen softballs provided for each team

League Fees \$225

Officials \$13 per game Championship Game \$26 per game

SOFTBALL—softballs provided at each game

Resident (75% minimum)	\$458
Non-Resident	\$483

Officials (Slow Pitch) \$13 per game Play-off Fees (Slow-Pitch) \$26 per game Officials (Fast Pitch) \$30 per game Play-off Fees (Fast Pitch) \$40 per game

NOTE: Corporate Coed Qualifications are as follows:

- Burbank Residents—minimum of 66% work for the same Burbank based company
- Non-Residents—minimum of 66% work for the same Non-Burbank based company
- <u>Employment verification requires</u> a letter from Human Resources on company letterhead or copies of current paycheck stubs (amounts may be blacked out) within 3 months of the registration date. No hand written checks or letters will be accepted.

VOLLEYBALL

Resident (75% minimum)	\$252
Non-Resident	\$277

Officials \$11 per game

Burbank Athletic Federation

Burbank Athletic Federation (BAF)—The BAF is comprised of 7 community volunteers. This impartial board has developed a Code of Conduct that is to be adhered to by every player, manager, and coach participating in the City of Burbank Park, Recreation and Community Services Department's sports programs. The BAF also hears all suspension hearings for those who have violated the Code of Conduct.

BAF—Code of Conduct

No Member Shall:

- 1. At any time lay a hand upon, push, shove, strike, spit at, or threaten a game official, player, or any City official.
- 2. Argue with or refuse to abide by a game official or City official's decision.
- 3. Be guilty of objectionable demonstrations by throwing gloves, bats, equipment, or any other forceful action.
- 4. Be guilty of personal, verbal abuse or threats upon any official, player, spectator, or City official for any reason.
- 5. Discuss with a game official in any manner the decision reached by such official except the manager or team captain.
- 6. Be guilty of using unnecessarily rough tactics in the play of the game against the body and person of any opposing player.
- 7. Be guilty of physical attack as an aggressor, upon any player, game official, spectator, or City official.
- 8. Be guilty of abusive verbal attack upon any player, game official, spectator, or City official.
- 9. Use of profane, obscene, vulgar language or gestures in any manner or at any time.
- 10. Appear on the field of play at any time in an intoxicated condition. Consume alcoholic beverages or use narcotics on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
- 11. Violate the Burbank Secondhand Smoke control Law which includes smoking on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
- 12. Be guilty of gambling upon any play or the outcome of any BAF activity.
- 13. Be guilty of discussing publicly with the spectators in a derogatory or abusive manner any play, decision, or personal opinion of other players during the game.

Burbank Athletic Federation

- 14. Be guilty of falsifying any information on a team roster, playing under an assumed name, or allowing anyone else to use your name to play in the league.
- 15. Be guilty of using a bat that has been altered in any way. Altering includes but is not limited to sanding, filing, shaving, lengthening, shortening, weight-altering, heating and cooling, coring, painting, counterfeiting, or other modifications.
- 16. Use unsportsmanlike conduct, incite others to act in a negative way, or fail to abide by the philosophical standards endorsed by the BAF and the City of Burbank Park, Recreation and Community Services Department.

Any incident not covered by the above will be administered at the discretion of the League Director and/or BAF Board of Directors.

The League Director has the authority to impose probation and suspension depending on the seriousness of the infraction. Ejection from a game contest will result in a subsequent minimum 1 game suspension. A player placed on probation will remain in that status for the time frame designated by the League Director. Suspensions may be for 1 or 2 games or depending on the infraction may be imposed until such time that a player is reinstated by the BAF Board. More serious disciplinary action may be administered by the BAF Board.

If a player wishes to request reinstatement, they must request an appeal hearing from the BAF Board. The following procedure is to be followed:

The suspended member must apply in writing to the BAF Board at the address below, for a hearing to determine eligibility for reinstatement. Suspended participants may not engage in any activity under the auspices of the BAF until reinstatement has been acquired. The request should be received 10 working days prior to the meeting which is usually held the first Tuesday of each month.

Burbank Athletic Federation—Sports Office Re: Reinstatement hearing 1111 West Olive Avenue Burbank, California 91506

Basketball Technical Foul Guidelines

Basketball Technical Foul Guidelines

- 1. Teams will receive a technical but no additional penalty time for illegal numbers, 6 players on the court, and calling a time-out with none left.
- 2. If a player receives 1 technical foul during a game, they will be removed from the game for two minutes.
- 3. If a spectator receives 1 technical foul during a game, their team will be assessed a team technical. The manager/coach will need to address the spectator.
- 4. If a single player, coach, and/or spectator receives 2 technical fouls in 1 game they will be ejected and receive an automatic 1 game minimum suspension.
- 5. If a single player, coach, and/or spectator receives 3 technical fouls during the same season, they will receive a minimum 1 game suspension and will be placed on probation for the remainder of the season.—Each additional technical foul assessed to the same individual will result in an additional 1 game suspension.
- 6. If a team receives 5 technical fouls in a season they will be in jeopardy of not making the play-offs.
- If a player, coach, and/or spectator is involved in a physical altercation they
 will be immediately ejected and will be suspended from play until they appear
 in front of the Burbank Athletic Federation Board and have been reinstated.
- 8. Any player, coach, and/or spectator ejected from 3 games in a single season will be suspended for the remainder of the season.

Slow Pitch Bat Rule

Slow Pitch Bat Rule

Bats shall be made of wood or metal, no 100% composite bats. Metal bats can have only one layer of metal on the barrel—No multi-walled or exterior shells. Outer surface of non-wood bats must be metal—no fiber wrapped bats or non-metal coated bats. Bats may not contain Titanium. Bats must be designed for softball and cannot be tampered with or altered. Bats cannot exceed 1.20 BPF. Must be ASA 2004 or ASA 2013 approved single wall or wood bat.

A list of certified bats can be found on the ASA website under certified equipment

http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment.aspx

Fast Pitch Bat Rule

Fast Pitch Bat Rule

Bats must have either the 2000 or 2004 ASA certification stamp and not appear on the ASA banned bat list. The ASA 2013 Slow Pitch Bat certification is not an eligible bat.

The use of a banned or altered bat in our leagues will jeopardize the player's and team's eligibility.

http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment.aspx

OFFICIALS' TRAININGS



The City of Burbank offers trainings for individuals who would like to officiate in our youth and adult sports programs. Our trainings take place during the following

timeframes:

FLAG FOOTBALL and VOLLEYBALL early August **BASKETBALL** early October BASEBALL & SOFTBALL early February

For specific dates and time please call Sports Office at (818) 238-5330



AWARDS

Awards are distributed for each division each season as outlined below

BASKETBALL

Champions Plaque and shirts Runner-up Plaque and shirts

SOFTBALL

Champions Plaque and shirts Plaque and shirts Runner-up

VOLLEYBALL

Champions Plaque and shirts Runner-up Plaque and shirts

SENIOR SOFTBALL

League Winner \$50 towards the next season Tournament Winner \$45 towards the next season Tournament Runner-up \$40 towards the next season

FIELD CONDITIONS HOTLINE: (818) 525-3735

FALL 2013

		FALL 2013						
	BASKETBALL							
League	Registration Code	Play Begins	No Play Dates					
Men's	9202.414	August 5	September 2 (Labor Day) October 31 (Halloween)					
Women's	9203.414	August 11	September 1 (Labor Day)					
		SOFTBALL						
League	Registration Code	Play Begins	No Play Dates					
Coed Slow Pitch Corporate (Mon)	9504.414	August 26	September 2 (Labor Day) November 11 (Veterans Day)					
Coed Slow Pitch Open (Sun)	9502.414	August 25	September 1 (Labor Day) December 1 (Thanksgiving weekend)					
Slow Pitch Men's (Tue)	9505.414	August 27	November 26 (Thanksgiving Week)					
Slow Pitch Men's (Thu)	9507.414	August 29	November 28 (Thanksgiving)					
Slow Pitch Seniors (Sun)	9501.414	August 25	September 1 (Labor Day) December 1 (Thanksgiving weekend)					
Fast Pitch Men's (Wed)	9506.414	August 28	November 27 (Thanksgiving Week)					
Fast Pitch Modified (Fri)	9508.414	August 23	August 30 (Labor Day weekend) November 28 (Thanksgiving)					
Fast Pitch Women's (Sun) 9503.414		August 11	September 1 (Labor Day) December 1 (Thanksgiving weekend)					
	VOLLEYBALL							
League	Registration Code	Play Begins	No Play Dates					
Reverse Coed	9602.414	August 17	August 31 (Labor Day weekend) October 26 (Halloween event) November 30 (Thanksgiving weekend)					
4-player women's	9605.414	August 17	August 31 (Labor Day weekend) October 26 (Halloween event) November 30 (Thanksgiving weekend)					
- F		1.29.00						

WINTER 2014

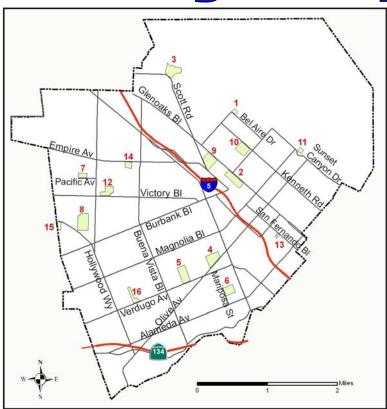
BASKETBALL							
League	Registration Code	Play Begins	No Play Dates				
Men's	9202.114	January 27	February 17 (President's Day)				
Women's	9203.114	January 5	February 2 (Super Bowl) April 20 (Easter)				
	so	FTBALL					
League	Registration Code	Play Begins	No Play Dates				
Coed Slow Pitch Corporate (Mon)	9504.114	January 6	January 20 (MLK) February 17 (President's Day)				
Coed Slow Pitch Open (Sun)	9502.114	January 5	February 2 (Super Bowl) February 16 April 20 (Easter)				
Slow Pitch Men's (Tue)	9505.114	January 7	None				
Slow Pitch Men's (Thu)	9507.114	January 9	None				
Slow Pitch Seniors (Sun)	9501.114	January 5	February 2 (Super Bowl) February 16 April 20 (Easter)				
Fast Pitch Men's (Wed.)	9506.114	January 8	None				
VOLLEYBALL							
League	Registration Code	Play Begins	No Play Dates				
Women's	9603.114	3.114 January 18 February					

FIELD CONDITIONS HOTLINE: (818) 525-3735

SUMMER 2014

BASKETBALL							
League	Registration Code	Play Begins	No Play Dates				
Men's	9202.314	May 5	May 27 (Memorial Day) July 4 (Independence Day)				
Women's	9203.314	May 4	May 12 (Mother's Day) May 26 (Memorial Day) July 7 (Independence Day)				
	SO	FTBALL					
League	Registration Code	Play Begins	No Play Dates				
Coed Slow Pitch Corporate Coed (Mon)	9504.314	April 28	May 26 (Memorial Day)				
Coed Slow Pitch Open Coed (Sun)	9502.314	April 27	May 11 (Mother's Day) May 25 (Memorial Day weekend) July 6 (Independence Day)				
Slow Pitch Men's (Tue)	9505.314	April 29	None				
Slow Pitch Men's (Thu)	9507.314	May 1	July 3 (Independence Day weekend)				
Slow Pitch Church (Fri)	9509.314	April 25	May 23 (Memorial Day weekend) July 4 (Independence Day)				
Fast Pitch Men's (Wed.)	9506.314	April 30	None				
Fast Pitch Modified (Fri.)	9508.314	April 25	May 23 (Memorial Day weekend) July 4 (Independence Day)				
Fast Pitch Women's (Sun.)	9503.314	April 13	May 11 (Mother's Day) May 25 (Memorial Day weekend) July 6 (Independence Day)				
VOLLEYBALL							
League	Registration Code	Play Begins	No Play Dates				
Coed	9601.314	April 26	May 24 (Memorial Day weekend) July 6 (Independence Day)				
4-player men's	9604.314	April 26	May 24 (Memorial Day weekend) July 6 (Independence Day)				

Facility Map



Map	Park/Facility	Telephone	Map	Park/Facility Te	<u>lephone</u>	Map	Park/Facility	<u>Telephone</u>
1	Bel Aire Park 1750 Bel Aire Drive Burbank, CA 91504		7	Larry L Maxam Memorial Park formally named Pacific Park 3715 Pacific Avenue Burbank, CA 91505		13	Robert R. Ovrom Park 601 South San Fernando Road Burbank, CA 91504	238-5435
2	Burbank High School 902 Third Street Burbank, CA 91502		8	Luther Burbank Middle School 3700 West Jeffries Avenue Burbank, CA 91505		14	Robert E. Gross Park 2800 West Empire Avenue Burbank, CA 91504	
3	Brace Canyon Park 2901 Haven Way Burbank, CA 91504		9	McCambridge Park 1515 North Glenoaks Boulevard Burbank, CA 91504		15	Valley Park 1625 North Valley Street Burbank, CA 91505 Valley Skate Park	238-5390
4	George Izay Park 1111 West Olive Avenue Burbank, CA 91506 Olive Recreation Center			McCambridge Recreation Center McCambridge Swimming Pool Burbank Tennis Center	238-5378 238-5381 843-4105	16	Verdugo Park 3201 West Verdugo Avenue Verdugo Recreation Center	238-5390
	Burbank Little Theatre Sports Office	238-9998 238-5330	10	Muir Middle School 1111 North Kenneth Road Burbank, CA 91504			Verdugo Swimming Pool	238-5391
5	John Burroughs High S 1920 West Clark Avenue		11	Palm Park			Charle Office	
	Burbank, CA 91506			1125 East Orange Grove Avenue Burbank, CA 91501			Sports Office	•
6	Jordan Middle School	-1	10	Polish For Post			(818) 238-533	U

Ralph Foy Park 3211 West Victory Boulevard Burbank, CA 91505

845-0960

Roller Hockey Rink Schafer Field Field Condition Hotline (818) 525-3735

420 South Mariposa Street Burbank, CA 91506